



Castlethorpe Parish Council

Parish Council General Meeting to be held on
Monday 6th February 2017 at 7.30 p.m

AGENDA

Dear Parishioners

A General Meeting of Castlethorpe Parish Council will be held, on the above date & time, in the Village Hall, when the business set out below will be transacted. The meeting will be preceded by an Open Forum (15 minutes if necessary)

Steve Bradbury

Clerk to the Parish Council

01908 337928 or clerk.castlethorpe@gmail.com

- 1 **TO RECEIVE APOLOGIES FOR ABSENCE**
- 2 **TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below**
- 3 **TO APPROVE MINUTES OF THE LAST MEETINGS**
 - 3.1. To agree the minutes of the General Meeting of the 9th January as a true record.
- 4 **TO RECEIVE REPORTS.**
 - 4.1. Clerks Report & Review of Actions. *(to be circulated prior to meeting)*
 - 4.2. File Note - Accounting and Finance Course 19th January 2017 **(see appendix A2)**
 - 4.3. File Note - New Town Heritage Seminar 26th January 2017 **(see appendix A3)**
- 5 **TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)**
 - 5.1. No new applications
- 6 **TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS**
 - 6.1. **16/02937/OUT** - Outline planning application for the erection of up to 141 dwellings (Use Class C3) with associated access, earthworks and other ancillary and enabling works. All other matters (appearance, landscaping, layout and scale) reserved. Hanslope Site Long Street Road Hanslope – **status 'registered'**
 - 6.2. **16/03265/DISCON** - Details submitted pursuant to discharge of condition 5 (landscaping) attached to planning permission 15/01265/MMAM Land Adj To Lodge Farm House Wolverton Road Castlethorpe – **decided**
 - 6.3. **15/02656/CONS** - Development of club and community training centre At Manor Farm Cosgrove (invitation for comments from Northants CC). **Status registered - No updates since 2015 – item to be removed from list**
 - 6.4. **16/02106/OUT** - Outline application (all matters reserved except access) for residential development of up to 150 dwellings, estate road, open space and associated works. Land Off Castlethorpe Road Hanslope – **awaiting decision**
- 7 **TO CONSIDER RESOLUTIONS**
 - 7.1. To consider a request from Wolverton Town Council to grant £2,000 to go toward the running cost of the library **(circulated to Cllrs prior to the meeting)**
 - 7.2. To consider whether to make final comments on the Olney Neighbourhood Plan **(papers available at <http://www.milton-keynes.gov.uk/planning-and-building/planning-policy/olney-neighbourhood-plan>)**
 - 7.3. To consider any further actions with regard to the Castlethorpe Neighbourhood Plan (Cllr Ayles)
 - 7.4. Agree Call-In of Cabinet Plan:MK decision - delegate to Chair and one other Cllr (Cllr Ayles)
 - 7.5. Delegate authority for grant to Haversham PC for Neil Homer to Clerk plus two Cllrs (Cllr Ayles)
 - 7.6. To discuss and decide on the future of Best Kept Village and improving landscaping (Cllr Sweetland)
 - 7.7. To review and discuss the provision of litter bins within the village.
- 8 **TO CONSIDER FINANCIAL MATTERS**
 - 8.1. To approve the RFO payments schedule. *(circulated prior to meeting)*
- 9 **CORRESPONDENCE RECEIVED (Circulated prior to meeting)**
 - 9.1. None
- 10 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**
- 11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**
 - 11.1 Next General Parish Council meeting 6th March 2017 at 7.30 p.m.



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Appendix A – Schedule of Reports & File Notes

1. Clerk's Report (item 4.1)

To be circulated prior to meeting

2. File Note - Accounting and Finance Course 19th January 2017

Presented by Derek Kemp and Melodie Beevers (DCK Beavers Ltd)

Standing Orders. Adopt revised New Model Financial Regulations (since 2015). This is mandatory. Requires robust and effective methods of control - checks and balances. Example: a councillor should regularly sign off the bank reconciliation.

IT.

Council should have its own computer. Suggest set up council records on Google Drive and share to two other councillors. (Business Continuity). Consider specialist Local Council accounting system.

Website must contain:

- Asset register, list of publicly owned land and buildings (incl War Memorial!) probably anything over £100. Need a policy on de minimis.
- Responsibilities of councillors.
- All supporting documents for Agenda items and Minutes.
- Financial Reports

Risk Assessment. Risk Assessment should be signed off at least annually (really every time a risk changes) and preferably in March so will be current for the internal auditor. (Local Council Risk Services - computer package available)

Business Rates. NALC - exemption for public conveniences from business rates but NALC should be pushing for all local council properties to be exempt.

Reserves. External Auditor has power to increase or decrease precept if General Reserve too low or high i.e more than 12 months precept). They can statutorily prevent a precept being raised. They cannot however influence Special Reserves (ie earmarked for specific expenditures). Also 'Usable Capital Receipts' Reserve only from sale of assets. CIL goes onto Balance Sheet as a liability until it is spent. Move Election Costs into Special Reserves. Review Special Reserves regularly for relevance.

Internal Auditor. Internal auditor to ensure systems are robust. Also, should check PAYE payments and tax coding all correct.

Pension Schemes. Must complete and register Certificate of Compliance with Pensions Regulator even if opting out or below threshold of pension auto-enrolment. Need to repeat every three years after 'staging date'.

Financial Reporting. Should be made to Council and on website as often as necessary. Probably quarterly for us. Not acceptable not to report.

Asset Register must be kept up to date.

VAT.

Local councils are liable for registration if make any VATable supplies. Local councils have a zero threshold for VAT registration - a single VATable supplier requires the council to register. Similarly there is a £7.5k limit on exempt supplies. Opt to tax may be an option. Any construction (incl drainage) needs consideration of VAT position before work is committed.



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Sports facilities. Can charge in three ways:

- for fixed period of time. VAT exempt.
- individual use is subject to VAT.
- block bookings (minimum of 10 pre-booked and other strict conditions) Exempt but VATable if non-compliant.

Landscaping. MKC grant to take on landscaping may be paying to take on a service and may be VAT liable. Similarly, other grants, if made for the supply of a service, may be VATable.

Annual Return. Accept Annual Governance Statement before and in separate resolution to accepting Annual Statement of Accounts. Tick boxes in the meeting not beforehand. Note that the Internal Auditor is certifying the process leading to the Annual Return NOT the figures in the return. Approval must be by full council and then must be published to electors for 30 working days.

Good practice is to prepare an annual Financial Statement which explains to taxpayers how the council has spent its income.

Philip Ayles

3. File Note - New Town Heritage Seminar 26th January 2017

The Arts and Humanities Research Council is funding a project evaluating 20th century New Towns Heritage in the UK and mainland Europe. This seminar was the first of five events, three in the UK and one in the Netherlands. Several, as was Milton Keynes, designed to be held at times of celebration. Harlow's will be part of their 70 year celebration later in the year. The Project will be led by Oxford Brookes University and Coventry University.

A considerable amount of time was dedicating to networking.

The content was mainly aimed at academics, planners, those involved in the creation or involvement in established new towns with an input from researchers, and a variety of trusts, forums and agencies. The speakers whilst interesting concentrated mainly on the past and highlighted Freiberg as a good example of rebuilding a town with the needs of the community considered as the main objective. MK was highlighted as a good example of a new town within a designated area but encompassing three towns and several small villages on a grid system. Emphasis was placed on the involvement of residents of existing settlements.

It was emphasised that growth and speed of construction has in the past and may well in the future be driven by changes in government and economic growth or decline.

Geraldine Sweetland